

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY

FY2024 GRANT PROGRAM GUIDELINES

INTRODUCTION

Across the state of Oklahoma, the quality of 9-1-1 services varies greatly. Some PSAPs have deployed the latest technologies while others still work with antiquated equipment, network, mapping and protocols. In order to provide more uniform, high quality 9-1-1 service statewide, the Oklahoma 9-1-1 Management Authority has created a grant program to assist local jurisdictions with funding. The grant program will also be used to develop and deploy a statewide Next Generation 9-1-1 (NG911) solution, allowing for full interoperability and shared information and technology. The goal of the grant program is to provide the highest quality of 9-1-1 services to the citizens of Oklahoma.

GRANT PURPOSE

In 2016, the Oklahoma legislature passed HB3126. This legislation authorizes the Oklahoma 9-1-1 Management Authority (Authority) to administer grants for the purpose of:

1. Assisting public agencies with funding for consolidation of facilities or services;
2. Deployment of Phase II or successor technology;
3. Development of NG911 regional emergency service networks;
4. Other purposes the Authority deems appropriate and necessary.

PERIOD OF PERFORMANCE/APPLICATION DEADLINES

The period of performance for the 2024 Grant Program is July 1, 2023 – June 30, 2026. Projects must be completed and closed out no later than June 30, 2026.

Rolling Deadlines: Grant applications may be submitted at any time. Applicants can track the application progress in the Workflow module in EMGrants. Typical processing time is 60-90 days.

WHO IS ELIGIBLE TO APPLY?

Only governing authorities of a primary PSAP will be eligible to apply for this grant as authorized by O.S. §63-2864.5. All applicants must also be an eligible entity of local government or tribal organization as defined in 47 CFR §400.2 to apply for the Oklahoma 9-1-1 Management Authority grant. Eligible entities include:

1. Primary Public Safety Answering Points (PSAPs);
2. City, County, and Tribal Governments;
3. City or County Fire Departments;
4. City or County Law Enforcement Agencies;
5. Councils of Governments (COGs);
6. Public Districts, Public Trusts, and Public Authorities;
7. Other governmental entities that provide 9-1-1 services.

ELIGIBLE PROJECTS

The 9-1-1 Management Authority has determined that the following projects will qualify for consideration for grant funding. Funding can be used for the purpose of developing a plan, purchasing equipment,

hardware or software, procurement of services to create a final product, or payment of one-time expenses related to the following:

1. **Consolidation** – Consolidation or virtual consolidation of call centers.
2. **Geographic Information Systems (GIS)** - Creation, maintenance, or improvement of GIS maps to meet or exceed the Oklahoma Geographic Information NG9-1-1 and Addressing Standard (<https://bit.ly/3dj3utW>) as outlined in State contract (SW1177), including hardware and software to use the map in call taking.
3. **NG9-1-1 Deployment** - Development or deployment of NG9-1-1 technology to meet the State NG9-1-1 deployment plan.
4. **Training** - Call taker training and certification; 9-1-1 administrator training.
5. **Computer Aided Dispatch (CAD)** – CAD systems that are deployed at a regional level and are GIS centric and are used to transfer and communicate 9-1-1 caller information between PSAPs or the originating PSAP to a secondary PSAP or standalone dispatch center. The chosen CAD must be Emergency Incident Data Object (EIDO) (i3) standard capable.
6. **Continuity of Operations Plan (COOP)** – Tools and/or technology necessary to mitigate any gaps within COOP necessary to mitigate the downtime in the delivery of 9-1-1 call processing. (PSAP must submit their current COOP to qualify for this category).

Priority will be given to applicants who can demonstrate that the grant funds will facilitate significant progress toward achieving compliance with the goals established by the Oklahoma 9-1-1 Management Authority Board.

MATCHING FUNDS REQUIREMENT

A match of 20% of the total project cost is required. The match must be monetary (cash) unless the applicant demonstrates the inability to provide matching funds. No in-kind match will be accepted. Training grants are funded 100% with no matching grant funds required by the applicant. GIS grants can be considered for 100% funding if the grant is being used to bring GIS data up to the Oklahoma Geographic Information NG9-1-1 and Addressing Standard for uploading into the State repository.

INELIGIBLE EXPENSES*

The following are **NOT** eligible for funding through the 9-1-1 Management Authority Grant program:

1. Purchase and/or maintenance of radios unless used as a control point in the PSAP.
2. Mobile communications platforms
 - a. repeaters;
 - b. Oklahoma Law Enforcement Telecommunications System (OLETS) interfaces.
3. Construction/capital improvement projects/vehicles;
 - a. purchase of buildings;
 - b. ongoing operating costs including rent, utilities; and general administrative costs including salaries and wages.
4. Costs associated with any college or university degree, such as tuition, fees, etc.
5. Costs associated with:
 - a. Prizes and awards;
 - b. lobbying expenses;

- c. fundraising events/expenses;
 - d. expenses to travel out of the state of Oklahoma (except in rare cases);
 - e. conferences;
 - f. grant-writing costs;
 - g. fines and penalties;
 - h. legal or audit fees;
 - i. taxes;
 - j. offsetting of debt;
 - k. food/refreshments for meetings.
- 6. Purchases or purchase agreements entered into prior to grant award;
 - 7. Costs to operate 9-1-1 systems.

**This list is not an all-inclusive list, final determinations will be made on a case-by-case basis by the 9-1-1 Management Authority.*

GRANT FUNDING LIMITATIONS

- 1. Grant funding is available for one (1) time purchases only. Additionally, the applicant must demonstrate the ability to maintain any data, mapping, addressing, equipment, or other purchase(s) after the grant has ended.
- 2. Only after an award has been made and a State and Local Agreement (SLA) has been signed by the OEM Director and the local authorized contact may funds be expended by the applicant.
- 3. Applicants may submit no more than one (1) application per category per fiscal year.
- 4. No general planning, administration, or promotional activities will be funded.
- 5. Assets funded by this grant must be located on property either owned by, or leased to, the applicant or partnering or contracted entity.
- 6. When applicable, priority will be given to 'train-the-trainer' requests (one trainer attends and shares the training) vs sending multiple trainees from the same PSAP to a training. For training grants, the applicants must provide language within their narrative that states whether a 'train-the-trainer' option is available and if offered why it is not being utilized.
- 7. Successful applicants will be required to submit a 'Request for Change' form in EMGrants for approval prior to any changes being made to the project.

GIS GRANT REQUIREMENTS

PSAPs that want to partner with an eligible governing body as defined within these guidelines may also be approved for a grant for GIS remediation services, hardware, software and maintenance.

All GIS applicants are required to use one of the vendors listed on State contract SW1177 (<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=3813>) that have been vetted by the Authority as a result of competitive bidding. All GIS applications should include a minimum of two quotes from the vendors listed on State contract.

Throughout the duration of the grant, the vendor shall provide monthly written reports to the local PSAP regarding the progress of the mapping project. The progress report will indicate the percent

complete of mutually pre-determined milestones and tasks. The following milestones shall be included: assessment, centerline, map point, polygons, validation using the State tool, and upload or delivery of completed work to the state. The vendor's recommended milestones and associated tasks should be included in the vendor's quote. The agency reserves the right to include additional milestones and/or tasks prior to the finalization of a contract. The agency must include this milestone progress information in the required quarterly reports. Final payment is contingent upon all milestones being completed.

APPLICATION SUBMISSION & AWARD PROCESS

The Oklahoma 9-1-1 Management Authority grant is a competitive grant. If the submitted grant application package does not meet the requirements set forth in these guidelines, the grant application will not be considered. Applying for a grant award under this program is a multistep process. Failure to comply with any of required steps before the deadline for submitting the application may disqualify the application from funding. Applications shall be submitted online through EMGrants and contain the following:

1. Project narrative, including an explanation of how this project will achieve compliance with the goals and objectives of the Authority;
2. Explanation of proposed method of funding matching requirement;
3. Project timeline (milestones);
4. Most recent fiscal year PSAP budget;
5. Resolution from the Local Governing Authority;
6. Vendor Quote(s);
7. Vendor Brochure(s) (optional);
8. Local 9-1-1 Deployment Plan - if deploying initial E9-1-1 Phase II;
9. GIS Applications Only – a signed GIS Memorandum of Understanding (MOU) between the applicant and the Oklahoma 9-1-1 Management Authority is required if not already on file.
10. All GIS applications must include a signed commitment from the GIS remediation provider to comply with all technical requirements of state contract SW1177 as stated in its RFP.
11. Consolidation Applications Only – grant applicants must provide the information listed in the Master Plan for Deployment checklist.

The decision to award or not to award grant funds is solely at the discretion of the Oklahoma 9-1-1 Management Authority Board. The Authority may choose to modify the amount of any grant request. Each applicant will be notified via EMGrants of the Authority's funding decision for each grant application.

GRANT REIMBURSEMENT

The 9-1-1 Grant Program is a reimbursement grant. Funds will be reimbursed to awardees only with confirmation that invoices have been 100% paid in full.

Documentation required to receive reimbursement includes:

1. copies of the front **and** back of canceled checks; or bank statements; and
2. invoices.

! Applicants generally must have a minimum of \$5,000 in reimbursable expenses in order to request a reimbursement (payment); however, final closeout payments may be less than \$5,000.

For project awards less than \$5,000, applicants must request one draw for the total amount of the project. For project awards of \$5,000 or more, each draw must equal \$5,000 or more. The Oklahoma 9-1-1 Management Authority office will generally approve draw requests within seven (7) business days.

Please allow time for the State financial office to process payments, which can take up to twelve (12) weeks. Prior to applying for a grant, please ensure that you have the following:

1. EIN Number¹
2. SAM.gov Registration²
3. State Vendor Number³ (for EFT Direct Deposit)

QUESTIONS

Application forms and instructions are available online at www.ok.emgrants.com.

Questions? Contact the State Grants & Compliance Officer, Karen Douglas at (405) 521-3110 or karen.douglas@oem.ok.gov.

¹ <https://ein.e-tax-filings.com/>

² <https://sam.gov/content/home>

³ Email: Vendor.EFT@omes.ok.gov for EFT form and/or questions

STATE APPROVED GIS VENDORS

GEO-COMM, INC.

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Territory Sales Manager
601 W. Saint Germain
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www.geo-comm.com

GEOGRAPHIC TECHNOLOGIES GROUP

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INTRADO LIFE & SAFETY, INC.

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www.intrado.com

DATAMARK/MICHAEL BAKER INTERNATIONAL

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2316 Killearn Center Boulevard
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Phone: 412.512.4407
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SAM (formally R&S DIGITAL SERVICE, INC.)

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SPATIAL DATA RESEARCH

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Questions?

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